



Office of the City Clerk

Weekly Report – for Week Ending July 21, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Council and Public Services

The new Council Committee assignments list with meeting dates, times and locations was distributed on July 18, 2017.

Elections

The Personnel Department has been billed \$28,047 for the administration of the Deferred Compensation Board Election held on May 12, 2017.

Staff attended a meeting at the Los Angeles County Registrar Recorder's Office on July 14, 2017 to view a demonstration of the Voting System Assessment Project (VSAP) tally system.

Showing our support of employee wellness and community involvement, City Clerk staff participated in the 37th Annual Los Angeles Lotus Festival Dragon Boat Races on July 15, 2017. The Office of the City Clerk had two teams this year; Clerken I and Clerken II.

Neighborhood Council (NC) Funding Program

Three training sessions were held this week for NCs at City Hall East on the use of the new online banking portal. Over 80% of the NCs have received training and are using the new system. Since July 1, 2017 staff has already processed 108 payment requests. The approval processing time has been reduced from six days to less than one day now that requests are being processed electronically and supporting documents can easily be uploaded directly onto the portal.

Systems

A biannual system disaster recovery exercise was completed over the weekend. A simulation of a systems failure was tested between City Hall and Piper Tech Center. Data was successfully restored from all systems. Disaster recovery exercises are part of the Department's emergency preparedness plan on preserving electronic data.

A new intranet web page is being developed for the Office of the Public Accountability (OPA) office. The OPA office did not have its own intranet page prior to July 1, 2017. The portal will allow OPA to consolidate all of the applications it uses onto one single portal for ease of access.

LAPD has recently joined the consolidated Public Records Act development team. The evaluation team is now comprised of seven departments, led by the Office of the City Clerk and ITA. A service agreement is being finalized with the selected contractor. Development of the CPRA portal will start August 2017.

Upcoming

Council returns from Summer Recess on Tuesday, July 25, 2017.